

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

11422
A87492

DEPARTMENT OF COMMERCE
WATER FOOD ADMINISTRATION
OFFICE OF DISTRIBUTION

Finance Letter 42
(Classification 530)

Cop 2 TRANSMITTAL OF DOCUMENTS TO GENERAL ACCOUNTING OFFICE

- I. GENERAL: In order to eliminate unnecessary and non-productive duplication of records and work the transmittal of certain documents to the Washington Office for submission to the General Accounting Office is hereby discontinued in favor of the submission thereof by the Finance Offices directly to the General Accounting Office.
- II. DOCUMENTS INVOLVED: The General Accounting Office copies of contracts and letters of authorization, certified non-payment or "record" travel expense vouchers, and cross-reference forms shall hereafter be transmitted directly to the General Accounting Office by each Regional Finance Office. These instructions do not apply to documents related to cases which are referred to the Claims Division, General Accounting Office for direct settlement. Such documents shall continue to be cleared through the Central Finance Office.
- III. TRANSMITTAL: The transmittal of the documents involved shall be by letter addressed to the Chief, Audit Division, General Accounting Office, Washington 25, D. C., except that cross-reference forms relating to transportation expense vouchers shall be transmitted by letter addressed to the Chief, Claims Division, at the same address.

Administrative Fiscal Control
General
Document, Custody and Disposition

9-15-44



